

**HANOVER PARK DISTRICT**  
**JOB DESCRIPTION**  
**FACILITY SYSTEMS TECHNICIAN**

The Facility Systems Technician is responsible maintenance and repair of all building and facility systems. The Facility Systems Technician shall also work with full and part-time staff carrying out these and other functions, as assigned. Lifting not to exceed 50 lbs. without assistance.

**QUALIFICATIONS:**

A high school diploma or GED equivalent is required, and at least three years experience in building/facilities system operations. Individual must possess a valid Illinois Drivers License and successfully pass a review of driver's abstract report. Individual must complete and pass a pre-placement physical examination and drug screen administered by Hanover Park District selected facility.

**REQUIRED KNOWLEDGE:**

Knowledge and experience in maintenance and new construction of building/facilities carpentry, mechanical, electrical, plumbing and pool filtration systems. Must be able to interact with full and part-time staff. Must be attentive to detail. Problem solving and the ability to express oneself in written and verbal forms is required.

**ESSENTIAL FUNCTIONS:**

1. Operation, maintenance and repair of the Park District's building/facilities, custodial and their respective staffs, within the Park District.
2. Aid in the preparation and coordination of district-wide buildings and facility improvements.
3. Assistance in formulating work schedules and monitoring those schedules.
4. Assigning daily work orders to staff and collecting, reviewing and filing the work orders.
5. Assistance in preparation of the goals and objectives, and the budget.
6. Conduct equipment, operational and safety inspections with documentation of same, as assigned.
7. Buildings Technician is responsible for the upkeep and accountability of the buildings/facilities vehicles and equipment.
8. Buildings Technician is responsible for conducting the buildings/facilities operation in a safe manner, issuing all safety equipment and issuing documentation of incidents and accidents.
9. Performing other Park District duties, as assigned.
10. Possibility of working outside / inside in all types of weather and at all times of the day, including but not limited to overnights, weekends and holidays

**PSYCHOLOGICAL CONSIDERATIONS:**

1. Worker works unsupervised.
2. Worker may need to seek out supervision when it is needed.

**PHYSIOLOGICAL CONSIDERATIONS:**

1. Worker is exposed to odors from cleaning supplies.

**ENVIRONMENTAL CONSIDERATIONS:**

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain and ice.
2. Protective clothing is required as follows:
  - Earplugs, ear covers
  - Helmets
  - Respirators
  - Safety goggles/glasses
  - Chaps
  - Leather type work boot
  - Protective gloves
  - Disposable (chemical) overalls

**COGNITIVE CONSIDERATIONS:**

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

**RECOMMENDATIONS FOR ACCOMMODATION:**

Workers are allowed and encouraged to use mechanical or manual assists for lifting above 50 lbs. as a guideline. Working in teams will also allow workers to have assistance with heavier activities at various sites.

Other situations requiring accommodation would need to be analyzed more specifically.

Revised 8-17-17

